



Executive Committee Meeting Agenda

Thursday, December 11, 2008 1:00pm – 3:00 pm
State Capitol – Ft. Totten Room, Bismarck, ND

Attendees:

Sally Holewa, Chuck Placek, Glenn Ellingsberg, Julie Lawyer, Gordon Christensen, Amy Vorachek, Sue Davenport, Larry Ruebel, Carrie Oswald, Keith Witt, Daryl Vance, Jerry Kemmet, Nancy Walz, Pam Schafer, Jim Boehm, Jim Crow, Cher Thomas

1. Approve Meeting Minutes

- a. Glenn moves to approve, Carrie seconds, minutes approved

2. SAVIN Program Update – Amy Vorachek

- a. Status report for LPO quarterly report for Quarter 4 2008. She will be adding accomplishments and duties as we progress.
 - Barnes County just got their PC. Appriss reported they are the fastest agency to get up and running
 - Date change with DOCR for completion now April 30th
 - Amy is coordinating work efforts on amendments for Fair Treatment Standards
 - Expected accomplishments for next quarter
 1. Script testing
 2. Getting the next 7 through 9 counties on board
 3. Training manuals
 4. Web site design and look – looking for suggestions
 5. Vine data feed
 6. Sex offender module kick off is February 2009
 7. Track amendments for Fair Treatment Standards
 - Scope management – Change is documented
 - Deliverable acceptance log will be completed tomorrow
- b. Comments
 - Glenn said the Appriss contact last month by email was abrupt. It could have been more cordial when sent. Amy will look into that.
- c. Chuck went out on the link Amy sent. What is the plan for Emmons County and those that have a licensed jail but don't do a have a lot of work?
 - Amy said we will work with them. Some have not responded. We want to work with them. Appriss said even when the contract is done; they will work with them at any time to get them up and running. Stark County had Archonix, but has discontinued them, then they were using an excel spreadsheet. Appriss is working with them for a solution as they are using paper. We are going to keep revisiting the issue and work with them. We would like them included.
 - Chuck thought maybe the executive committee could work with them to inform them on this software. Stark is an important jail to get up and running. DS Lite software tracks and takes care of the booking, place for photos and a few more features than LERMS. It's not overwhelming for the small jails as it is simple to use.

- Amy and Gordon started conference calls this morning with LERMS users. Some are not using it for release and it shows them still in jail.
- Nancy asked if jails refuse are there repercussions. No penalty as of now. In the statute, it says "shall participate". Maybe we could write a letter to sway those uninterested. This is a good opportunity to have positive press. In Stark County, are they doing victim notification? Glen said this agency is not jail driven. Some are more efficient than others. Is there a witness advocate in Stark County? Amy said there are two groups. They could work together to incorporate this. Amy will contact them.

3. Project Status Report – Gordon Christensen

a. November and December status reports handed out.

- Portal 2.0 will go live Monday. Downtime is expected to be approximately 6 hours and a notice was sent out
- Bismarck PD - Hope to be contacting them later this month to continue to move forward. Doing some work in January
- States Attorney Survey - Darin is starting it. It was pushed back a little. We are planning for Spring 2009 to complete the survey.
- Disposition Study - Results back from BCI on error rates. Quite a few errors on JustWare and on paper. We've been working with the vendor to improve the accuracy on dispositions. At this time, they will help us develop a screen and details for that form. We will set up a meeting for this. Do you need to involve IT staff? Gordon approached Cher and received some info. Cher will be involved in the meeting as well. Are they getting revoked and not getting printed again? Correct, it happens. Grand Forks County is still submitting lots on paper. Mostly revocations with fingerprints on them. Yes, this is a matter of training. Sometimes another county is involved and neither prints them. Federal Government will not accept a duplicate card. Sometimes we have the accused for a limited time and it is hard to do fingerprints on all. We are trying to work closely with parole and probation to have them get it to us quickly. A live scan right there would be helpful. It would be easier at the courthouse. More staff at the courthouse helps as well. DHS is starting to do fingerprints. Sally asked about the PCN number. This is the first she's heard of this. Does she have to capture that in their Odyssey system? How many fields are they going to need for this? Chuck said it will be a one-to-many relationship on a case level. Does Gordon and Cher agree we need the PCN number with Sally's tracking? Chuck said we need to benchmark these goals. Gordon said we can make changes to JustWare and do the study again in a year or so to get better results. Cher cannot let this info feed their system until it is correct by 95% or higher. Burleigh is still doing it on paper. Grand Forks and Montrail are using Justware.
- Cruiser - When implementing Cruiser is done. It is not possible to initiate a call of service from their vehicle. We asked Motorola what it would cost to add that feature. It would be \$20,000 to enable that functionality. 3 agencies, so far, need this. Pam reminded the Board we have the funds to pursue this. Pam recommends it. It is a onetime fee. Pam would like the group's opinion on this. This could affect more than 3 agencies in the future. Pam feels it is a way to see Motorola deliver. Darrel said if we don't do it, it would get agencies squawking which in

turn could get other agencies doing the same. Chuck asked if we are confident in Motorola after what we have been through. Darrel thought we could ask for deliverance before payment. We prepaid on the last project. Darrel moves to recommend proceeding with project. Keith seconds, moved to proceed to the CJIS Board for final approval.

4. Members discuss current information projects – All members

- a. State radio - CADD intent to award should be done next week. Budget: pretty much all that was submitted was accepted. Switch upgrades and everything was left in. About 99% of what we asked for was left in.
- b. Keith Witt - looking forward to start integration with CJIS
 - MDCs currently using Motorola, looking to move to SunGard HDs and broadband to push more
- c. Cass – Glenn: signing with New World this month. Implementation anywhere from 6 to 12 months. Data conversion is a big issue but we will through it. We anticipate being up a year from now, some of it sooner.
- d. Jerry - moving forward with live scans getting out. They've put in for 15 live scans. We can evaluate usage. Work on sex offender and case management system in the works. Cher met with CJIS and ITD to talk about being able to have our application be linked from the CJIS hub; allowing access to the 24/7 program. BCI is looking to do away with carbon forms and have online and have it on the CJIS hub by March or April. Jerry would like for people to have access to blue books online eventually. Cher has promoted this as they go out and train on Sex Offender and CJIS hub. She's told them that through the CJIS hub is how they will get into AG applications.
- e. Sally - contract with Tyler and are in the planning stage. We are moving ahead but feel like we are spinning wheels while in the planning stage. Glen asked if there is consideration in looking to try to access or work with Sally on bail bonds through credit cards. There is a 4% surcharge. We could see a huge number out of the facilities if we could take credit cards there. Sally said we don't take bond by credit card because they can call the company and put a hold on payment. Sally said they are planning for a web interface to pay the amount due. You can also use a third party vendor.
- f. Chuck – DOCR is working on long term study with ITD for Filenet. They are converting work flow to Filenet to internally push software (itag) to real-time count. They are doing this on 30 day trial periods. This will give us a real-time knowledge of where everyone is. It is only 1 screen the jails will be dealing with. Right now there is a delay and they are tracked manually.
- g. Pam - With Justware, Cass County has issues with their data. We've gotten a quote for \$1,400 to fix the data. We are going to fix it for them.
- h. Darrel - Sherriff Departments on some of LERMS are not receptive. Technical people are ok but some others are not. He is working on that. They want to keep the old system and play with this one too.
- i. Julie - JustWare users meeting next week
- j. Carrie – At the end of the month they will roll out the first pilot of NetMotion. ITD took over contract and will roll out enterprise for the State of ND. Evidence tracking and training last week. Officers are excited. Hoping in the next year to roll to that new mobile

5. Discuss interest holding offsite CJIS Executive Committee Meetings – Chuck Placek

- a. We attempted off-site in Fargo. It was not possible. Is there value in going to Fargo to take a look at what they do? Darrel said the problem with an afternoon meeting in Fargo is the loss of 3 work days. Glenn said during legislative session it is best to hold it in Bismarck. Chuck decided we will table the idea until after session. We are looking at May, June or July.
- b. Nancy said the IT Committee usually meets off-site once. Maybe we could invite them to look at Cass County.

6. IJIS Study – Pam Schafer

- a. This was presented to CJIS board. It is finalized and accepted. It is not posted on the website. This is an open document and we are happy to provide it.

7. Legislative Session – Pam Schafer

- a. Budget
 - The Governor's Office reduced CJIS's Budget by \$369,000. This was the federal integration project. If there is a carry over, Pam will work with Dan Sipes and OMB. State radio will have carry over on the CADD project because of final implementation.
 - SAVIN budget was approved as requested.
- b. CJIS Executive Committee – Testimony support
 - Usually, we have a representative to speak and support CJIS. Paul Hendrickson was kind enough to speak on our behalf. With this session, think of who that could be. Chief Justice spoke last year also. It is nice to have law enforcement behind us. Glenn can check with the Sherriff's Association and would be willing to help as well. Darrel or Kelly would be good candidates.

8. Next meeting – January 8 – BCI Main Conference Room

- a. Booked through May
- b. Glen will not be able to attend.
- c. Darrel mentioned if it is held the following week, people will be in town that week. A Wednesday meeting on the 14th would work better. Or the 15th in the morning. Consensus is for the morning at the 15th at BCI at 9:00 am.
- d. Sally motioned to adjourn. Nancy seconds. Meeting adjourned.